



JOB ADVERTISEMENT

FASSET complies with the provision of the Protection of Personal Information Act, therefore information below is collected and will be used for recruitment processes. By submitting your documents, you consent to the processing of your personal information for the intended purpose.

SUMMARY	
Name of Position	: Quality and Monitoring Specialist
Closing Date for Applications	: 4 August 2023
Commencement Date for Post	: As soon as possible
Salary Offer	: R 598,492 p. a (TCTC)
Reference	: FAS/RECRUITMENT/QM105
JOB IDENTIFICATION	
Department:	Quality and Monitoring
Reporting Line:	Assistant Manager: Quality and Monitoring
Full-time/Part-time/Contract:	Permanent
PURPOSE OF THE JOB	
To provide support on Quality and Monitoring administration, monitoring and evaluating discretionary projects and Department of Higher Education and Training (DHET) Service Level Agreement (SLA).	
MAIN ACCOUNTABILITIES	
<ul style="list-style-type: none"> • To develop accurate and balanced reporting on qualitative and quantitative achievements in line with National Treasury and Department of Higher Education and Training (DHET) reporting requirements; • Gather, collate and verify all performance information; • Contribute to the effectiveness of FASSET Management Information System (MIS) by making recommendation; • Verify information from project team to SETMIS, and clear all errors identified; • Populate performance achievements on Survey Hub System. • Compile monthly, quarterly and annual reports; • Implementing and maintain a filing system that make it easy to find any document quickly and efficiently. • Coordinate all supporting documents pertaining to performance indicators targets. 	
REQUIRED QUALIFICATION	
Qualification	<ul style="list-style-type: none"> • Diploma/Degree in Business Management/Administration or Public Administration/Management/ or Project Management or Internal Audit.



REQUIRED EXPERIENCE	
Essential:	<ul style="list-style-type: none">• 3 years in reporting;• Experience in SETMIS and Survey Hub systems advantageous.
COMPETENCIES REQUIRED	
Critical	<ul style="list-style-type: none">• Excellent command of English (verbal and written).• Administration ability.• Ability to work under pressure and meet deadlines.• Good relationship with stakeholders.• Detail and process orientated.• Ability to work independently and as part of a team.• Maintain filing and category system.• Attention to detail.• Customer Focus.
KNOWLEDGE AND SKILLS REQUIRED	
Essential	<ul style="list-style-type: none">• Interpersonal and Communication skills (written and verbal).• Good people skills – relating, networking, adapting, coping.• Prioritisation skills.• Effective time management / self-management.• Computer Literacy.• Telephone etiquette.

COMMENCEMENT DATE

FASSET requires applications for a permanent **Quality and Monitoring Specialist** to join existing team as soon as possible.

SALARY

The salary to be offered for this position is **R 598,492 p. a (TCTC)**

ASSESSMENT


Applicants may be required to undergo a competency assessment.

CONTACT DETAILS

Submit your full curriculum vitae (including at least 3 references), copies of your qualifications, and copy of ID by no later than **4 August 2023** to: gme105@fasset.org.za



For any inquiries regarding the position please contact: Mr Karabo Dikgore, Human Resources Department at **087 562 8217**. Should you not hear from FASSET within 6 weeks of the closing date, please consider your application unsuccessful. Communication will be sent to the shortlisted candidates only.

 ***FASSET applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.***